

**WASHTENAW COMMUNITY COLLEGE  
JOB POSTING**

Posted Date: February 18, 2008  
Closing Date: Open until filled

**PART-TIME SUBSTITUTE PROFESSIONAL LIBRARIAN**

**General Summary:**

Washtenaw Community College Richard W. Bailey Library seeks an innovative, user-oriented, forward-looking, technology-savvy individual for the Part-Time Substitute Professional Librarian position. Under the supervision of the Dean of Learning Resources, the Part-Time Substitute Professional Librarian provides research assistance and research instruction services, and undertakes special library projects in consultation with the Dean.

**Essential Job Duties and Responsibilities:**

1. Provide research assistance to library users both on site and via electronic means.
2. Conduct research instruction and critical information literacy classes for users individually and in groups, teaching users to contextualize information toward the goals of transformative knowledge and user behavior.
3. Develop guides and help systems, paper-based and electronic, to improve access to information, assist users in navigating informational databases and networks, and/or direct users to specific resources.
4. Participate in staff efforts to engage diverse college populations in the use of library resources and services. Examples: Library web pages and blogs, library displays, public relations and marketing efforts, etc.
5. Responsible for special library projects as assigned by the Dean of Learning Resources.

**Minimum Qualifications:**

1. Master's degree in Library/Information Science from an American Library Association accredited program.
2. Experience using electronic library tools and resources (e.g. online catalogs, aggregated databases, e-journals, e-books).
3. Experience using basic productivity tools (e.g. Microsoft Office applications).
4. Excellent interpersonal and communications skills to serve diverse constituencies professionally in a highly visible, user-heavy environment.
5. Evidence of problem solving and team work in an open, collegial environment.
6. Ability to work independently to achieve project objectives within given timelines.
7. Strong analytical skills for data analysis and problem resolution.
8. Commitment to continuous learning and professional development in rapidly changing library and technology environments.
9. Commitment to basic professional principles and values, such as the centrality of library users, user privacy, equal access to information, intellectual freedom, etc.

10. Knowledge of current and emerging library issues and technologies (e.g. information literacy, reference, information architecture, outcome assessment, usability studies, digitization, Web 2.0).

**Preferred Qualifications:**

1. Two years full-time experience in an academic library.
2. Experience teaching others to use traditional and electronic library resources and tools in an individual or a group setting.
3. Experience with developing, implementing, and evaluating innovative, user-centric services.
4. Experience using web-based tools (e.g. web authoring software).

**To Apply:**

Please email resume to [ptlibrarian@wccnet.edu](mailto:ptlibrarian@wccnet.edu). Proof of US citizenship or immigration status will be required upon employment. You will be required to fill out an application when contacted to interview.

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Business Education Building, and (734) 973-3497. Inquiries concerning access to facilities should be directed to the Associate Vice President of Facilities Development and Operations, Plant Operations Building, (734) 677-5300.

In accord with the Americans with Disabilities Act of 1990 applicants needing reasonable accommodations with the hiring process (application, testing, and interview), including physical accessibility and communication issues, are to inform the Washtenaw Community College Office of Human Resource Management.